

## Mary L. Blood Memorial Library Board of Trustees Meeting Minutes

September 16, 2020

Meeting called to order at 6:35 via Zoom by Chair.

Members present via Zoom: Dick Beatty, Matt Birmingham, Michael Epstein, Tom Kenyon, Colin McKaig, Christine Rovinski

Staff: Peter Money, Dave Halpert

Guests: None

The minutes from the previous meeting will be distributed and approved at the next meeting.

Peter reviewed the detailed Librarian's report that had been distributed. Highlights included a continued emphasis on communication about the Library's services to town residents via Front Porch Forum, Facebook, and the Town web site. Peter is responding to phone and on line requests with 5-10 books/week circulating, about 50% of the baseline circulation prior to COVID. Purchases of books continue and initiatives include MOTH readings and the possibility of streaming a Tiny Desk Concert. Peter summarized the actions necessary for a Phase 3 opening and observed that we continue to be under a state-declared Emergency Status.

Christine reviewed the report from the Friends which had been distributed. Highlights included the opening of the Little Library, the plan for a mailing to raise funds, the creation of bags for origami and bird-watching, and stocking book shelves at the Mountain Hotel. The Chair praised the Friends for their stalwart support.

Updates were given on various building issues as follows: Tom reported that the air handler was ready to go with an estimated cost of \$6000 (included in the town budget) and a 2 week installation time. Installation is waiting for the final go-ahead from the Selectboard to install ASAP. Cleaning and shoveling services from the town are in the process of being finalized per Tom. Dick will provide a

summary at the next meeting of the estimated costs and feasibility of installing either an electric or gas fireplace in the existing fireplace space. Tom will be in touch with Efficiency Vermont to see if we can arrange an energy audit for the building.

There was an extensive discussion of the plans for re-opening. Matt observed that several area libraries had reopened with guidelines for minimizing risk. Christine reminded the group that we continue under a 'non-essential' service ban from the state and pointed out the VT Library template for service delivery. Tom pointed out that the highest priority was staff safety, and the Board agreed. After a long conversation, it was agreed that Peter would draft a proposal for specific steps needed to reopen and his suggestions for re-opening policies (e.g. hours, appointments, limits of visit times, limits on number of people, etc).

Discussion turned to the preparations for the 2021 budget and Town Meeting. Tom conveyed the information that the Selectboard and their auditor were recommending a separate line item for the Library rather than inclusion in the Town Budget general funds akin to the way the Highway Dept. budget is managed. This would allow for a separate check book and a roll-over of unspent funds at year end. The Board voiced its approval for this approach, though it remains unclear how to budget for capital improvements which currently are covered in the Town's general budget. Michael voiced the need for a long term capital improvement/replacement plan with appropriate annual budget dollars to cover these expenses, e.g. a new furnace or roof.

The next meeting will be on October 28<sup>th</sup> at 6:30 via Zoom.

The meeting was adjourned at 8:15 after a motion from Matt and second from Michael.

Respectfully submitted,

Michael F. Epstein